

THE TULALIP TRIBES

Job Description

JOB TITLE: Proposal Writer I

JOB NUMBER: TTT-145-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ AA degree with two years additional experience. (Please attach a copy)
- ☐ Bachelors degree in social services, planning, education, business, or related area preferred (Please attach a copy)

SKILLS:

- ☐ Knowledge of program planning, management, evaluation, alternative services delivery systems.
- ☐ Must have organizational skills.
- ☐ Must adhere to confidentiality requirements,
- ☐ Must have ability to communicate clearly and concisely on technical matters, orally and in writing.
- ☐ Documented success at writing and securing funding through federal, state, or private sources.
- ☐ Ability to elicit cooperation and support from various groups and individuals.
- ☐ Ability to work under pressure of multiple deadlines and prioritize tasks.
- ☐ Ability to collect and analyze data and prepare technical reports.
- ☐ Must be able to work independently.
- ☐ Knowledge of program financing and budgeting.

EXPERIENCE:

- ☐ Experience in leading teams to plan and write programs for diverse departments such as education, culture, health, natural resources, construction, etc.
- ☐ Experience in budget development.
- ☐ Five years experience in grant proposal writing (2 writing examples required)* *Please attach documents.*
- ☐ Experience with tribal governments, communities, and funding sources.
- ☐ Experience using word processing and spreadsheets

OTHER REQUIREMENTS:

- ☐ Must adhere to confidentiality requirements, must have organizational skills. Knowledge of program planning, management, evaluation, alternative services delivery systems. Knowledge of program financing and budgeting.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

Manual and finger dexterity for the operation of a personal computer, office machines, and routine paperwork. Ability to sit for extended lengths of time. Tolerance to be exposed to a computer screen for prolonged periods of time.

Tribal Department: Grants & Self-Governance

Employee Classification: Exempt

Job Summary: Work with Tulalip Grants and Self-Governance staff and be responsible for the definition and development of tribal program plans and grant proposals; the identification of, and access to, funding sources; assure the tribal grant development specifications are met; and perform other duties as required.

Employee Reports To: Grants & Self-Governance Manager

Extent of Job Authority: To perform duties in accordance with policies and procedures.

Specific Duties Performed:

1. Research funding sources for Tribal priorities in a variety of economic, cultural, health and human services areas.
2. Perform liaison activities with tribal, funding, and collaborating agencies, representatives, planning committees, and boards for grants and contracts.

3. Write, package, and process grant applications and funding requests through necessary channels.
4. Solicit and negotiate funding to obtain and retain tribal program funds.
5. Confer with, and assist, department managers in grant development, application writing, budget development, operations, and reporting.
6. Attend meetings and conferences to maintain knowledge and expertise in areas of responsibility.
7. Provide technical council to Executive Directors and department administrators regarding federal and state budgets, legislation, regulations and laws; prepare plans, analyses, abstracts, and reports on complex issues.
8. Arrange and schedule meetings with Tribal program staff and directors, outside funding sources, etc.
9. Prepare and follow standard operating procedures in the Grants & Self-Governance office.
10. Maintain confidentiality of all information (written and verbal) while employed with the Tulalip Tribes.
11. Other duties as required.

Term of Employment: This position is a regular full-time position requiring 40 hours per week or 2080 hour per year.

Pay Range: \$23.96 to 26.43

Opening Date: December 5, 2006

Closing Date: December 21, 2006 at 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1(800) 869-8287.